

Open Space: Vacation		
EFFECTIVE 9/15/2013	FEES*	INITIAL DEPOSIT*
PDS PLANNING		\$2,075
ENVIRONMENTAL		\$3,610 or \$1,415 (see Note #8)
PDS REVIEW TEAMS		
STORMWATER		
DEH	SEPTIC/WELL	
	SEWER	
PDS TRAILS REVIEW		
VIOLATION FEE ( <i>not included in total</i> )	\$1,000	
<b>INITIAL DEPOSIT &amp; FEE TOTAL</b>		
<b>\$3,490</b> (see Note #8)		
<b>or \$5,685</b>		

\* Use our [Discretionary Permit Cost Guide](#) to estimate the County portion of your project's cost.

**PLEASE FOLLOW ALL INSTRUCTIONS CAREFULLY TO AVOID DELAYS IN PROCESSING.**

**PART A:**

All listed items must be completed, signed and saved as PDF files on a USB Flash Drive. PDS forms are available at <http://www.sdcountry.ca.gov/pds/zoning/ZoningNumeric.html> and at the links below.

- Plot Plan
- Narrative explaining Vacation request (**see Note #6**)
- Original AEIS
- [126 Acknowledgement of Filing Fees and Deposits](#) (**see Note #1**)
- [230 Notice of Proposed Vacation](#)
- [305 Ownership Disclosure](#)
- [366 Environmental Review Update Application](#)
- [394 Preliminary Floodplain Evaluation](#)
- [514 Public Notice Certification](#)
- [524 Vicinity Map/ Project Summary](#)

**PART B:**

In addition to **PART A** on a USB Flash Drive, all items listed under **PART B** must be completed, signed and submitted as paper hard copies.

- Plot Plans: **Eight (8) hard copies.**  
                     If in Alpine CPG area: **Eight (8) hard copies.**  
                     If in the (USDRIIP) River Way Specific Plan area: **Ten (10) hard copies.**
- Public Notice Package (**see PDS-516 for Specific Requirements**)
- [346 Discretionary Permit Application](#): **One (1) hard copy.**
- [366 Environmental Review Update Application](#): **One (1) hard copy.**

**PART C:**

All items below are informational only and not to be submitted.

- [090 Typical Plot Plan](#)
- [209 Defense and Indemnification Agreement FAQs](#)

<a href="#">247</a>	<a href="#">Fish and Wildlife Fees</a>
<a href="#">374</a>	<a href="#">Resource Protection Study</a>
<a href="#">515</a>	<a href="#">Public Notice Procedure</a>
<a href="#">516</a>	<a href="#">Public Notice Applicant's Guide</a>
<a href="#">906</a>	<a href="#">Signature Requirements</a>
	<a href="#">Policy I-103: Open Space Easement Vacations</a>

**Submittal Appointments are no longer required.**

**Check-in at the main PDS counter no later than 3:30 p.m.**

**Submittal package MUST BE complete.**

#### **NOTES:**

1. If the Financially Responsible Party (FINRESP) wants to designate an additional DEPOSITOR (such as an Agent or Permit Runner) to make online deposits to the FINRESP'S Trust Account(s), then the FINRESP and the DEPOSITOR must be Accela Citizen Access Registered Users and complete all of form PDS-126. Register at: <https://publicservices.sdcountry.ca.gov/citizenaccess>.
2. Save each complete Study, Report, Plot Plan, Map, etc., as a single PDF file onto One (1) USB Flash Drive. Submit only the requested files. Provide only one (1) USB Flash Drive at intake. All files must have all security restrictions and passwords removed. PDF files must be named by either "Form Number" (example: PDS-399F), or "Title of the submitted study" (example: Fire Protection Plan).
3. Please note: USB Flash Drive will not be returned.
4. If you are interested in pursuing the Open Space Vacation, PDS strongly recommends you first contact the Zoning Division and arrange for an [Initial Consultation Meeting](#). This will afford you the opportunity to meet with a planner, discuss the pros and cons of your proposed Open Space Vacation, and receive information regarding the feasibility of the project before you make any major investment in time and money.
5. Plot plans are to be stapled together in sets and folded to 8½" x 11" with the lower right-hand corner exposed. The detailed plot plan must clearly indicate the area to be vacated. Any improvements existing in Open Space area shall be shown.
6. Narrative explaining vacation request must indicate the following: what will be the use of the area to be vacated? Is other area proposed for dedication?
7. NOTE: Most Open Space Vacations have a previous E.R. Number. Use it and add a letter extension.
8. Collect Previous CEQA action fee if a subdivision map created the open space. Please check APN book.
9. Inform applicant that project goes to local Community Planning Group and/or Design Review Board for recommendation.
10. If project is a violation, plans must have Code Compliance Officer's stamp before accepting the application.